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Some Additional Suggestions on Editing Questionnaires
for the National Home Demonstration Study

These additional suggestions have been prepared at the request of one or two States participating in the study and may prove helpful.

1. Every bracket in the columns for I. B. M. code numbers must have a figure in it or be considered a "no answer." In many instances a "no answer" can be filled in by the person editing, if the answer is known.

2. In order to make the national summary easier, it is suggested that a "no answer" be coded as X.

3. Regarding the questions on farm work, Ga. through Gd, page 4, the club member is not asked to fill in questions Ga. through Gd if the family does not farm. The person who edits the schedule will need to fill in brackets for these questions according to instructions below.

   (a) For Ga, write in (3) for not apply.

   (b) For Gb (1) and Gc (2), if no farm work done, (question Ga) then both brackets for question Gb (1) should have a (0) written in.

   (c) For Gd (3) if no farm work done, both brackets for question Gd (3) should have a (0) written in.

4. Question K, page 5.

   This needs careful editing. Some have had a tendency to leave the empty brackets empty if no money is earned at home. If no money is earned at home, all brackets under J should have a (0). If some are checked with (1) and others are left blank, the others will be either a "no answer" "Code X," or a (0) will need to be added. The home demonstration agent may know the replies in some instances. In other she may not know. In the latter case a "no answer" Code "X" will need to be used.

5. The same may be true for Question L on Home Facilities, page 6, as for Question K.

6. Question Pc, page 8, regarding children in the 4-H Club now. This question will need to be checked back with Question C on page 3 to see if there are children 10 to 20 years of age in home now. If there are no children 10 to 20 years of age and a member has written in (1) for a yes in the bracket by error, this would be changed to a (2) to indicate no children 10 to 20 years of age.

7. Question Q, pages 8 and 9. Organizations Other Than Home Demonstration Clubs.

If the member does not belong to more than 9, and fails to put a zero in the left-hand bracket for total number of organizations belonged to, the person who edits the schedules will need to do this. If the number of all organizations belonged to is not totaled, the person editing the schedules should do this.

8. Questions R and Ra, page 9.

These two questions need to be checked for consistency. If yes to R and Ra is not filled in, all of Ra would become "no answers" Code"X." If no to R, then all of Ra should be (0) in both brackets for all garments listed. If some are filled in and others not, then it would probably be safe to assume that the other brackets should be (0). Again, if the number of garments in any case is under 10, the left-hand bracket should contain a (0) if the member has not written it in.

9. Questions Rb, Rc, and Rd, page 10.

If Rb is answered as a yes and there is nothing written under Rc, there will need to be a "no answer" Code"X" for Rc. For Rd, if there is a yes to Rb and if help is wanted on problems (1) in Rd bracket and if nothing is written in under Rd, a "no answer" Code"X" should be used for free answer portion.

10. Questions Sb, Sc, and Sd, page 11.

    a. If yes to Sb, then Sc should have a yes, and either a (1) or a (0) or a "no answer" Code"X" for each specific item on which records are kept.

    b. If no to Sb, then all specific items under Sc should have a (0) or a "no answer" Code"X".

    c. If yes to Sb, then one or more items under Sd should be checked for yes, and others for (0), or if none are checked with yes, the entire question should receive a "no answer" Code"X."

11. Question Sf, page 11.

If yes to Sf and nothing is written in spaces below, then a "no answer" Code"X" should be used for free answer portion.

12. Question Sg -- page 12.

If yes to Sg and nothing is written in the blank spaces, a "no answer" Code "X" will be needed for the free answer portion.

13. Question Te, pages 12 and 13.

Check with question on children's ages, page 3, for consistency and if there are children at home under 20 and all brackets are not filled in, put in zeros. If no children at home, write Y in all brackets for "no apply."

14. Questions Th and Ti, page 13.

If nothing is written in, a "no answer" will need to be used.

15. Question Tj, page 14.

If yes to Tj and nothing is written in blank spaces below, a "no answer" Code "X" should be used for the free answer portion.

16. Questions Ua, Ub and Uc.

If yes to Question Ua and nothing is written in blank spaces under Ub, a "no answer" Code "X" should be used for the free answer portion. The same would be true for Question Uc.

17. Question V, page 15.

On preferred ways of receiving information.

If member checks only one or two choices and leaves the other spaces blank, the other blanks will need to be considered "no answers." If member checks three choices and fails to put a (0) in the other blanks, the editor will need to put zeros in those blanks.